

# Reopening an Adoption Assistance Agreement Ended in Error

**Note:** Assignment to the case is needed in order to reopen an Agreement.

**Note:** The reopen function described in this guide applies to both Adoption Assistance and Private Adoption Assistance Agreements.

## Introduction

An Adoption Assistance Agreement can be reopened when the agreement is ended in error and associated service closed. The reopen function opens the agreement, service, and amendment (if applicable) with the same information; no information is changed in this process. An Amended Agreement will only be reopened if one was open at the time the agreement was terminated.

## Related Quick Reference Guides

[Adoption Assistance Amended Agreement](#)

## Reopening the Agreement and Service

1. Locate the closed Adoption Assistance Agreement on the case outliner. Click the hyperlink to launch the agreement.

The screenshot displays a case outliner for 'Bean, Coffee ( 8370978 )'. The interface includes a sidebar with icons for various functions: Access Reports, Agreements and Notices, Images (2), Private Adoption Assistance Agreement (County) - \$1087.00, Assets and Income, Assignment, Eligibility, Payment, Planning, Related People, and Services. The main area shows a list of services and agreements. The first entry is 'Adoptive Home - Private Adoption (County)' with details: 06/02/2014, Bee, Worker, State Central Office, 125 Latte Lane, Sun Prairie, WI 53590. Below this is a section for 'Closed Services' with a link to 'Service - AAFC Adoptive Home'. The second entry is 'Service - AAFC Adoptive Home' with details: 05/01/2014, 05/30/2014, Java, Jamie, Bean, Coffee, State, Agreement Terminated, Closed.

**Bean, Coffee ( 8370978 ) Actions**

Adoptive Home - Private Adoption (County) 06/02/2014 Bee, Worker State Central Office 125 Latte Lane , Sun Prairie, WI 53590

Access Reports

Agreements and Notices

Images (2)

Private Adoption Assistance Agreement (County) - \$1087.00  
05/01/2014 05/30/2014 Bean, Coffee

Assets and Income

Assignment

Eligibility

Payment

Planning

Related People

Services

Closed Services

Service - AAFC Adoptive Home  
05/01/2014 05/30/2014 Java, Jamie Bean, Coffee State Agreement Terminated Closed

2. On the Adoption Assistance Agreement page, select 'Reopen Agreement' from the Options drop-down and click Go to open the Reopen Agreement History page.

https://apps.dcf.wisconsin.gov/?sarisid=0.44939666454779403 - Private Adoption Assistance Agreement - Windows Internet Explorer

**WisACWIS** UAT Print Spell Check Help

**Agreement Information**

Case Participant: [Bean, Coffee \(10005459\)](#) Date of Agreement: 05/01/2014

Agreement Type: Adoption Assistance Agreement Estimated End Date: 10/10/2021

Private Adoption Type: County Agreement Amount: \$1,087.00

Adoption Subsidy Type: MA w/subsidy amount

Applicable Exceptions:

☐ Age (10+) ☐ Child at High Risk ☐ Member of a Minority Group ☐ Sibling Group (3+ Placed Together)

Provider Name: [Java, Jamie \(8051252\)](#) County: State

**Adoption Assistance Payee**

Payee Name Type: Parent 1 Payee Name: Jamie Java

**Supplemental Rate**

CANS Effective Date: 06/02/2014 Supplemental Points: 69 Supplemental Rate: \$552.00

**Payment Information**

Basic: \$410.00 Supplemental: \$552.00 ☒ Exceptional: \$125.00

Exceptional Payment Justification:

dfadf

Options: [Go](#) [Save](#) [Close](#)

Actions

Approval

Agreement Ending

Reopen Agreement

100%

3. The Reopen Agreement History page displays any previous reopening of the agreement. Click Insert to add a new row. The Agreement End Date, Date Closed, and Reason Closed will automatically prefill from the last agreement ending. Click Save.

Reopen Agreement History -- Webpage Dialog

**eWiSACWIS** UAT

Print Spell Check Help

Basic

Child: [Bean, Coffee \(10005459\)](#) Service Provider: [Java, Jamie \(8051252\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
05/30/2014	06/03/2014	Agreement Terminated		

Insert

Save Close

4. The following message will then display: “Saving this page will reopen the agreement, service, and amendment if one was open at the time of agreement closure. Do you wish to continue?” Clicking Yes automatically reopens the Agreement, Service, and Amendment (if applicable), closes the message, and refreshes the Reopen Agreement History page.

- The name of the worker reopening the agreement prefills under Reopened By and today's date under Date Opened. Click Close to return to the desktop.

Reopen Agreement History -- Webpage Dialog

**eWiSACWIS UAT** Print Spell Check Help

Basic

Child: [Bean, Coffee \(10005459\)](#) Service Provider: [Java, Jamie \(8051252\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
05/30/2014	06/03/2014	Agreement Terminated	Bee, Worker	06/03/2014

Insert Save Close

- To view changes, refresh the desktop. The agreement and service (and Amendment if applicable) are now open.

[Bean, Coffee \( 8370978 \)](#) [Actions](#)

Adoptive Home - Private Adoption (County) 06/02/2014 Bee, Worker State Central Office 125 Latte Lane , Sun Prairie, WI 53590

Access Reports

Agreements and Notices

[Images \(2\)](#)

[Private Adoption Assistance Agreement \(County\) - \\$1087.00](#)  
05/01/2014 Bean, Coffee

Assets and Income

Assignment

Eligibility

Payment

Planning

Related People

Services

[Open Services](#)

[Service - AAFC Adoptive Home](#)  
05/01/2014 Java, Jamie Bean, Coffee State Approved